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**ACCOUNTING OFFICER (SPECIALIST)**  
**FISCAL SERVICES DIVISION**  
**ACCOUNTING SECTION**  
**FINAL FILING DATE: APRIL 2, 2009 OR UNTIL FILLED**  
**PERMANENT/FULL-TIME**  
**\$3,841.00 - \$4,670.00**

**DEPARTMENT SUMMARY:**

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State Consumer and Services Agency.

**POSITION SUMMARY:**

The Accounting Section within the Fiscal Services Division (FSD) is a small Accounting unit of the Victim Compensation & Government Claims Board (VCGCB), providing full accounting and financial services and responsible for department-wide financial transactions; including the proper recording, reconciliation, and reporting of financial data while maintaining cash flow and solvent appropriations. Maintain internal controls during the course of work. Under the general supervision of a Senior Accounting Officer Supervisor, performs these functions as part of the Accounting Section.

**ESSENTIAL FUNCTIONS:**

In order to ensure timely reconciliations of the VCGCB accounts maintained within CalSTARS, utilizing SCO reports, Microsoft Office (MS) Excel reports and spreadsheets; the incumbent will perform reconciliations and other duties:

- Reconciliation of the Office Revolving Fund.
- Analysis and reconciliation of CALATERS.
- Analyze data received from the Department of Corrections and Rehabilitation and prepare claim schedules for payment to victims of crime.
- Closely monitor, maintain and reconcile the Board's outstanding accounts receivables coordinating payments with various staff in the Lien Recovery Section and the Restitution Recovery Section (Overpayments).
- Develop, implement and maintain operating/accounting manuals, policies and procedures for the accounts payable and receivable sections.
- Prepare the Plan of Financial Adjustment (PFA).
- Maintain cash flow statement for entire organization.
- Analyze and correct CALSTARS error report daily.
- Assist with all aspects of Year-End Close and the preparation of Year-End Statements.
- Assist staff members in resolving issues related to accounts payables and receivables.
- Analyze and correct errors as necessary for CD 102's.
- Maintain statistical records; prepare monthly reports for management.
- Serve as accounting liaison with other Board staff.

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Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

California Relay Service: Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

Position Number: 040-520-4546-XXX

BULLETIN# 09-092

Posted: 03/19/09

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In order to accurately report to VCGCB executives and to the DOF, the incumbent will:

- Prepares and posts various Controllers' journal entries into CALSTARS.
- Various accounting reports as needed.

**DESIRABLE QUALIFICATIONS:**

- Knowledge of CalSTARS
- Knowledge of CalATERS
- Communicate in a clear and concise manner both orally and in writing.
- Organize, set priorities, and work independently with a minimum of supervision.
- Work under time constraints.
- Follow directions from supervisors.
- Focus attention on detail.
- Be punctual to work and demonstrate good attendance, follow work rules.
- Flexible and adaptable to change.

**INTERPERSONAL SKILLS:**

- Efficiency, conscientiousness and professionalism.
- Work well with a team and effectively interact with all levels of staff.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, and coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

**WHO MAY APPLY:**

Current State employees in the Accounting Officer (Specialist) classification or individuals' eligible for appointment to this classification by way of transfer, list appointment, or reinstatement. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified candidates will be selected to interview.

**SUBMIT APPLICATION AND RESUME TO:**

Victim Compensation and Government Claims Board

Attn: Ashley Boyer

Human Resources Section

P.O. Box 48

Sacramento, CA 95812-0048

(916) 491-3805

[Ashley.Boyer@vcgcb.ca.gov](mailto:Ashley.Boyer@vcgcb.ca.gov)